

SURREY FEDERATION OF WIs**STANDING ORDERS FOR COUNCIL MEETINGS**

Note: For clarification of these Standing Orders, Members of a Council Meeting are those members who have a right to vote, and where the term 'WI Representative' is used, the term covers one WI Representative from each WI and each member of the Federation Board.

1. The chair shall be taken by the Chairman of the Board of Trustees unless the committee shall decide otherwise.
2. The order of business shall be left to the discretion of the Board of Trustees and shall include the following:
 - a) The introduction of the Board of Trustees
 - b) Appointment of Auditors
 - c) Adoption of Annual Review and Accounts
 - d) Resolution and amendments that are in order according to the Rules and Standing Orders.
3. Resolutions shall be sent to the Board of Trustees by 1st September and should stand in the name of the WI, or the Board of Trustees. When a WI proposes a resolution, it is responsible for finding another WI or a member of the Board of Trustees to act as a seconder.

Resolutions supported by five or more WIs must in all cases appear on the Agenda, unless in the opinion of the Board of Trustees they are outside the scope of the Constitution. In the event of more resolutions or amendments being received than there is time to discuss, the Board of Trustees shall decide which resolutions will lead to the most profitable discussion.

Resolutions or amendments proposing alterations to the Rules must appear on the Agenda and the Board of Trustees shall be responsible for the wording of any such resolutions. A resolution sent in on the grounds of urgency after 1st September, will be accepted by the Board of Trustees if it considers the resolution deals with some development arising after this date and involves action which must be taken at once to be effective.
4. No resolution shall be sent forward to the Prime Minister, Cabinet Ministers, County Councils or other Public Bodies unless it commands a two-thirds majority of WI Representatives present and voting.
5. No resolutions or business other than that on the agenda shall be taken unless urgency is voted by the WI Representatives and this must have a two-thirds majority.

6. IN DEBATE THE FOLLOWING RULES OF PROCEDURE SHALL BE OBSERVED:

- a) No resolution or amendment shall be discussed or put to the meeting unless it shall have been seconded.
- b) A WI Representative who speaks shall direct her speech strictly to the resolution or amendment under discussion, or to an explanation or a question of order.
- c) Not more than one resolution or amendment shall be discussed at any one time.
- d) Any WI Representative may rise to a point of order, or a WI Representative may rise to explain, but such explanation shall be confined to some material part of her former speech which may have been misunderstood. A WI Representative may rise to ask a question, but all questions must be strictly confined to a request for information and not include any statement or argument.
- e) A resolution or amendment may be withdrawn by the mover or seconder with the two-thirds consent of the meeting
- f) No WI Representative shall address the meeting more than once on any resolution or amendment. The mover of the original resolution may, however, reply last before the resolution is put, after which no WI Representative may speak on the question. The right of reply shall not extend to the mover of an amendment, but when this is carried and has become a substantive resolution its mover then has the right to reply before it is put as such. In this case the mover of the original resolution has lost the right of reply, which has passed to the mover of the amendment replacing it; any WI Representative who has spoken on an amendment may speak again when it is put as a substantive resolution.
- g) Any WI Representative may move, without debate, that the question be now put, and if this is seconded and carried by a majority the resolution or amendment before the meeting shall, after the mover has been offered the right to reply, be at once put.
- h) Any WI Representative may move that the meeting do now proceed to the next business and this proposal shall be dealt with before any other. This proposal can only be made when either a substantive resolution or an amendment is put before the meeting and should only be used in exceptional circumstances.
- i) Visitors before the council may be invited to speak by the Chairman.

7. The WI Representative shall vote on the questions before the meeting by a show of cards and the chairman shall declare the result. If a division is asked for, the teller shall count the cards.